

~~SECRET~~

Plus 3

**MEMORANDUM FOR:** Deputy Director (Support)

**THROUGH:** Chairman, Honor and Merit Awards Committee

**SUBJECT:** Special Performance Awards Program for the  
Logistics Services Division, OL

**REFERENCE:** Memorandum from the Director of Personnel for  
the Acting Director of Central Intelligence,  
Subject: Special Performance Awards Program  
dated 3 June 1960

25X1

1. This memorandum contains a recommendation for the Deputy Director (Support) approval. Such recommendation is contained in paragraph 5.

2. The Director of Personnel, in the referenced memorandum (Attachment B), recommended to the Acting DCI that a special awards program be approved [redacted] as determined by the Deputy Director (Support), for similar activities. This recommendation was approved by the Acting DCI on 16 June 1960.

25X1

3. The Chief, Logistics Services Division, has requested authority to establish a similar special awards program for certain employees of his Division. Such a program should result in improved performance and increased morale.

4. The proposed program, detailed in Attachment A, is similar to the referenced program which has been outstandingly successful at [redacted] for the past three years. It provides for a quarterly cash award of \$25.00 to an outstanding worker who has sustained a high level of performance as measured by dependability, production, efficiency, safety, security and good customer relations. Further, the program provides for an annual cash award of \$100.00 and a plaque to one of the quarterly winners. Teamwork is encouraged by the award of a plaque to the unit selected for sustained outstanding performance. The unit receiving this award most often during the

25X1

25X1

~~SECRET~~

**SUBJECT: Special Performance Awards Program for the Logistics Services Division, OL**

year gains permanent possession of the plaque and the chief of that unit receives a cash award of \$100.00. Winners will be selected by a committee of supervisors appointed by the Director of Logistics. Administration of this program will be monitored by the Director of Personnel and the costs absorbed within the budget for the Honor and Merit Awards Program.

5. It is recommended that a special awards program, as outlined in paragraph 4 above, be approved for the Logistics Services Division, OL.

**JAMES A. GARRISON**  
Director of Logistics

**Attachments:**

- A - Proposed Program
- B - The Reference

**CONCURRENCE:**

**Chairman, Honor and Merit Awards Committee**

14 OCT 1963

**Date**

**APPROVED:**

22 OCT 1963

**Date**

(SIGNED)

**L. K. WHITE**  
Deputy Director  
(Support)

~~SECRET~~

25X1

~~SECRET~~

**SUBJECT: Special Performance Awards Program for the Logistics  
Services Division, OL**

**Distribution:**

Orig. - OL/LSD

2 - DD/S

1 - Honor and Merit

Awards Committee

✓ 1 - OL Files (official)

25X1

~~SECRET~~

F

A

**SECRET****LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1****IASD-1****LOGISTICS SERVICES DIVISION SPECIAL AWARDS PROGRAM****1. PURPOSE**

This instruction is issued to provide procedures to be followed in the subject program.

**2. SCOPE**

All Wage Board employees and certain General Schedule employees will be eligible for consideration for awards. These awards will be in addition to the normal periodic step increases prescribed in personnel regulations and are not connected with the Employee Suggestion Program or the Honor Awards Program.

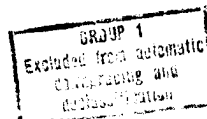
**3. TYPES OF AWARDS**

The awards in this program will be made quarterly and annually as follows:

(1) Individual cash awards of \$25 will be made quarterly to the employee selected for sustained performance exceeding established standards.

(2) Individual cash awards of \$100 plus an appropriate plaque will be made annually to the employee selected as the outstanding employee among the quarterly award winners. The individual plaque awarded to the employee will be a miniature for his personal retention, and a larger plaque inscribed with the winner's name will be displayed in the "J" corridor of the Headquarters building.

(3) Unit plaque awards will be presented on a monthly basis to the designated unit for sustained performance exceeding established standards. This plaque will be placed in the "J" corridor and will be inscribed with the name of the selected unit and the name of the supervisor of the selected unit. A unit may gain permanent possession of a plaque for being awarded the plaque the most times within a calendar year.

**SECRET**

**SECRET**

**LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1**

**LED-1**

(4) Outstanding supervisor cash award, consisting of \$100, will be made annually to the supervisor whose unit gains permanent possession of the unit plaque.

**4. SPECIAL AWARDS COMMITTEE**

The Special Awards Committee will be responsible for recommending recipients of the various awards. The Committee will consist of the following individuals:

- (1) Deputy Chief, Logistics Services Division, Chairman
- (2) Chief, Building Services Branch
- (3) Chief, Telephone Facilities Branch
- (4) Chief, Passenger Vehicle Branch
- (5) Chief, Mail and Courier Branch
- (6) Chief, Space Allocation and Facilities Branch

**5. APPROVING AUTHORITY**

The Chief, Logistics Services Division, will be the approving authority for recommendations for awards as submitted by the Special Awards Committee.

**6. PRESENTATION OF AWARDS**

a. Presentation of awards will be arranged by the Chief, Logistics Services Division, with appropriate ceremony attended by all LED employees.

b. Certificates will accompany personal awards, and these actions will be made a part of the employees' official personnel record.

**7. BASIS FOR AWARDS**

The awards described in paragraph 3 above will be made to the individuals and to the units on the basis of the following criteria:

**SECRET**

**SECRET**

**LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1**

**LSD-1**

- (1) Dependability
- (2) Customer Relations
- (3) Production (quality and quantity)
- (4) Efficiency and Economy
- (5) Safety
- (6) Security

The standards to be used by the supervisors for evaluation purposes will be established by the Special Awards Committee.

**8. ELIGIBILITY FOR AWARDS**

a. Wage Board and General Schedule employees not assigned to supervisory or administrative positions will be eligible for individual cash awards. However, an employee will not be eligible for a second quarterly award in the same calendar year.

b. All branches will be eligible for the unit plaque award.

c. Wage Board and General Schedule supervisors will be eligible for the outstanding supervisor's cash award with the exception that a supervisor who is a member of the Special Awards Committee will not be eligible.

**9. PROCEDURES**

a. LSD supervisors in all levels will be instructed to establish informal records for each employee for consideration by the Special Awards Committee for the various awards.

b. Each supervisor will be requested to recommend a first and second choice for the individual cash awards for each quarter and will submit his recommendations to the Special Awards Committee in writing prior to the tenth day of the month following each quarter.

**SECRET**

**SECRET**

**LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1**

**LSB-1**

c. The Special Awards Committee will hold its quarterly meeting not later than the fifteenth day of the month following the end of each quarter except for the last quarter of any calendar year. The award for the last quarter and the annual awards will be scheduled to precede the Christmas Holiday.

d. The Special Awards Committee will review all recommendations submitted by supervisors and will recommend a first, second and third choice for the individual awards.

e. The Chairman of the Special Awards Committee will designate one member at each meeting to keep notes of the proceedings and prepare a report for retention by the Committee.

f. The information discussed and the proceedings of each meeting will be handled as classified information and will not be discussed beyond the Committee except with the Chief, Logistics Services Division, or higher authority.

  
Chief, Logistics Services Division, OL

25X1

Attachment:  
Standards

**SECRET**



**S E C R E T**

**LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1**

**IMDI 1**

**ATTACHMENT**

**DEPENDABILITY**

- a. Is he on the job as scheduled?
- b. Does he abuse sick leave privileges?
- c. Does he adhere to rules regarding annual leave?
- d. Does he work well with others?
- e. Does he treat supervisors and fellow employees with proper respect?

**PRODUCTION**

- a. Does he perform his share of the work?
- b. Does his work meet the quality expected?
- c. Does he check his work?

**EFFICIENCY AND ECONOMY**

- a. Does he keep constructively busy?
- b. Does he look for and suggest improvements?
- c. Does he cause others to be idle?
- d. Does he meet schedules?
- e. Does he take pride in his work?
- f. Does he display initiative and industry?
- g. Does he react favorably to criticism?
- h. Is he receptive to training for self-improvement?
- i. Is he economy conscious relative to time and material?

**SAFETY**

- a. Is he safety conscious?
- b. Has he had any lost-time accidents as a result of his own negligence?
- c. Does he adhere to the Safety Regulations?

**S E C R E T**

**S E C R E T**

**LOGISTICS SERVICES DIVISION  
INSTRUCTION NO. 1**

**IASI 1**

**SECURITY**

- a. Is he security conscious?
- b. Has he had any security violations?

**CUSTOMER RELATIONS**

- a. Does he make a good impression?
  - (1) Manners
  - (2) Dress
  - (3) Attitude
- b. Is his criticism constructive?
- c. Is his approach positive or negative?
- d. Does he offer solutions to problems?

**S E C R E T**

10  
B

**Page Denied**

Next 8 Page(s) In Document Denied

*Rev 3***ADMINISTRATIVE - INTERNAL USE ONLY**

STAT

**Director of Personnel**  
**ATTN : Honor and Merit Awards Board**

**Director of Logistics**

**Quarterly Award for the Franconia Awards Program**

- REFS : (a) Memorandum to the Acting Director of Central Intelligence from Director of Personnel titled "Special Performance Awards Program for Franconia Warehouse", dated 3 June 1960**  
**(b) Supply Division Instruction 18-2, dated 20 October 1961**

1. It is requested that a check in the amount of \$25.00 be issued in the name of [redacted] who was selected as the outstanding employee for the second quarter of the 1963 calendar year in accordance with paragraph 3.a. of reference (b).

STAT

2. The check should be forwarded to the Field Support Branch, Supply Division, Room 1423 Quarters Eye, for presentation.

*/s/* **JAMES A. GARRISON**

**Distribution:**

- Orig - Addressee**  
 (1) - **OL Official**  
 1 - **Employee File (OP)**  
 1 - **OL/SD**  
 1 - **OL/SD/FSB**  
 1 - **OL/SD/CD**  
 1 - **OL/AS/P&TB**  
 1 - **DL Chrons (withdrawn)**

STAT

STAT

3 4613

**ADMINISTRATIVE - INTERNAL USE ONLY**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
		<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Logistics	7/17	JH2
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks:</p> <p>It is recommended that this be approved and sent forward to the Deputy Director (Support). The attached is a proposal for the establishment of a special performance awards program for the LSD.</p> <p>For some time now I have been trying to create an esprit de corps within the Logistics Services Division and to improve the morale of its employees. I believe that if we are permitted to adopt a program similar to the one so successfully run at [redacted] that this will go a long way towards accomplishing the high level of performance we have set as a goal.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/LSD			30 AUG
<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
		<input type="checkbox"/>	SECRET

SSTAT